

HQ Western Region ROTC

Training Ammunition information Paper

Requirements

Battalions: will input requirements into TAMIS-R for the next fiscal year. BN's will submit a memorandum justifying their requirements to Region thru Brigade.

Brigades: will validate these requirements and roll them up under the brigade account giving a total requirement to Region NLT 15 Dec of the previous FY.

Region: Rolls up all Brigade requirements and Warrior Forge Requirements to TRADOC for review and authorization.

Authorizations

Once Region receives authorizations from TRADOC these authorizations are passed down to Brigades. Brigades will pass authorizations down to BN's. This should occur NLT 30 June prior to the start of the FY. Depending on when TRADOC pass out Authorizations.

When authorizations are passed to Battalions it is the responsibility of the Battalion to update the units forecast. The forecast should match the unit authorizations.

Forecasting

Initial forecasting for the next fiscal year is due at the same time requirements are due to brigade, NLT 15 Dec. This forecast will be updated once FY authorizations are passed to Battalions.

Forecasting lockout: Increases to ammunition forecasts cannot be made within the lockout period. Ammunition forecasts can be reduced but not increased. Once you save your reduction you cannot increase it in a lock out month. The lockout period is 90 days, consisting of the month you are in and the next two months.

Training Ammunition Request (TAR)

With the implementation of the TAR in TAMIS-R paper documents between the Battalion and Region are no longer required. The new system is paperless and notifications are sent via email from the time of request creation to the time the ASP accepts the request.

Additional Requirements to Submit TAR's

In addition to access to TAMIS-R you will need to install two software programs that will allow you to view and digitally sign your request. These programs are "Approveit" and "ScriptX". Once these programs are installed you will be able to sign your request.

There are two ways to sign your request. The first way is to use your CACard and PIN. The other is by ePersona Digital signature. To use the ePersona Digital signature you will need to request a digital signature from your Brigade. Brigade will log into TAMIS-R and authorize you a digital signature. Once Brigade has done this you will receive an email directing you what to do. This can take up to 72 Hours; if you need to go this route ensure that you plan accordingly.

Ammunition Turn Back

Once your training has been completed for the FY you will need to turn back any un-used authorizations to your BDE. Required NLT 20 July, prior to the end of the FY.

Ammunition authorizations that are not turned back count against the BN's usage percentage for the FY. This could lead to future FY authorizations being reduced due to poor usage rates by the BN. Ammunition turned back prior to the turn back date will not count against the units usage percentage. BDE will consolidate all returned ammunition and return the authorization to Region prior to 20 July.